



COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION
DON NELSON, Chair
RICK WARD, Vice Chair
JOHN COSTA
RON LE DOUX
ANDRAE RANDOLPH

Monday – June 8, 2015

Lori Walsh, Personnel Director
Kellie Craig, Executive Secretary

TAHOE AGENDA

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

MEETING LOCATION:

PLACER COUNTY ADMINISTRATIVE CENTER
TAHOE CITY
775 North Lake Blvd.
Tahoe City, CA
530-581-6200

2:30 PM ROLL CALL

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957.1 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

3:00 PM OPEN SESSION

FLAG SALUTE

I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.1.

II. AGENDA APPROVAL

III. Minutes of previous meeting – May 11, 2015

IV. PUBLIC COMMENT: Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

V. OLD BUSINESS

- A. Organizational Evaluation of Human Resources Functions - Phase II.

- 1. Presentation by County Executive Officer – David Boesch

VI. NEW BUSINESS

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.
- B. Child Support Services – Request for Retroactive Non-Competitive Promotion for Verna Wiseman to the classification of Child Support Specialist II, effective March 21, 2015.
- C. Community Development Resource Agency (CDRA) – Request to revise the Building Division Manager classification specification.
- D. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510 (C.)(5.) (c.) for employee(s) assigned to the department(s) of Personnel.

VII. COMMUNICATIONS - Reports to the Commission are informational items only. **(No action will be taken)**

- A. Provisional appointment - None
- B. Staff reports and correspondence
- C. Commissioner comments

VIII. ADJOURNMENT

Civil Service Commission 2015 Meeting Schedule

- | | |
|---------------------------------------|---------------------------------------------------|
| • June 15, 2015 | Special Meeting - IT Study Appeals – BOS Chambers |
| • July 13, 2015 | Personnel Training Room |
| • August 10, 2015 (Tentative) | Planning Commission Hearing Room – CDRA |
| • September 14, 2015 | Personnel Training Room |
| • October 13, 2015 - Tues (Tentative) | Tahoe |
| • November 9, 2015 | Personnel Training Room |
| • December 14, 2015 (Tentative) | Child Support Services |



MEMORANDUM
OFFICE OF THE
COUNTY EXECUTIVE OFFICER
COUNTY OF PLACER

To: Civil Service Commission
From: David Boesch, County Executive Officer
Date: June 8, 2015
Subject: Phase II HR Evaluation

A handwritten signature, likely of David Boesch, is written in ink to the right of the distribution list.

Recommendation:

Receive an update on the Phase 2 evaluation and implementation of recommendations for delivery of comprehensive, integrated human resource programs in Placer County.

Background:

Phase 1 of the Human Resources evaluation undertaken by the County Executive Office and the Personnel Department focused on the current structure and functions within the organization and the identification of initial recommendations for structural options to reflect an integration of local requirements, including Civil Service Commission authorities and responsibilities, with industry best practices.

The findings and recommendations were developed to enhance organizational effectiveness and maximize resources through effective management of employee related costs; optimizing programs necessary to attract, develop and retain the most qualified employees, mission; and ensure adherence to local, state and federal policies, procedures and regulations.

The County Executive Office, Personnel Department and other key stakeholders have committed to work together to develop a more comprehensive and integrated approach to service delivery. This work includes a review of human resource programs and related authorities and responsibility; development of a strategic plan, and creation of an organizational structure that incorporates a full range of human resources functions consistent with modern human resource business practices.

With this model, the County departments would have a broader array of resources and tools within the same Department for managing the workforce including training, organizational development, performance management and leave management functions. The role and independent authority of the Civil Service Commission, consistent with the County Charter, would remain in place.

The Municipal Resource Group (MRG) has been selected to facilitate this process. MRG will assess findings in the Phase 1 Report and evaluate conclusions for viability by engaging staff and stakeholders in a strategic planning process.

The County Executive Office will present an update on the scope, status and timing of the project and confirm the composition of the various committees to be involved throughout the process to the Civil Service Commission on June 8 for information and discussion by the Commission.

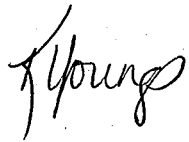
**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Civil Service Commission
From: Lori Walsh, Personnel Director
Date: June 8, 2015
Subject: Review of Merit Increases for Eligible Classified County Employees

During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Subdivision (b) (1) of Government Code Section 54957. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated **June 8, 2015** pursuant to Section 3.04.650 of the County Code.

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Civil Service Commission
From: Lori Walsh, Personnel Director
By: Kathy Youngs, Personnel Analyst II 
Date: June 8, 2015
Subject: Request for Retroactive Noncompetitive Promotion – Department of Child Support Services

The Department of Child Support Services is requesting a retroactive non-competitive promotion for Verna Wiseman to the classification of Child Support Specialist II, effective March 21, 2015.

It is the practice of the Personnel Department to input payroll transactions for non-competitive promotions to be effective in the pay period in which the paperwork is received, not to the retroactive date requested on the personnel action form.

On April 28, 2015 the Personnel Department received a personnel action form from the Department of Child Support Services requesting to non-competitively promote Ms. Wiseman from the classification of Child Support Specialist I to the classification of Child Support Specialist II with a retroactive effective date of March 21, 2015.

cc: Troy Held, Director of Child Support Services
Tami Uhler, Assistant Director of Child Support Services
Chuck Thiel, Placer Public Employees Organization

MEMORANDUM PERSONNEL DEPARTMENT COUNTY OF PLACER

To: Civil Service Commission
From: Lori Walsh, Personnel Director
By: Janeen DuPree, Personnel Analyst II *JD*
Date: June 8, 2015
Subject: Classification Specification Revision Request – Building Division Manager

Recommendation

It is recommended that the Civil Service Commission approve:

1. The proposed language revisions to the Building Division Manager classification specification; and
2. The Counter Services Manager classification specification be abolished.

Basis for Recommendation

In March 2005, the Placer County Board of Supervisors approved the creation of the Community Development Resource Agency (CDRA) as an umbrella agency to include all of the County's land development departments, including Building, Planning and Engineering & Surveying. At the time, the creation of this agency was part of a 'Strategy of Continuous Improvement' for the countywide use services which included the following:

- accountability to constituents and elected officials;
- continuous quality improvement;
- a customer service orientation to all planning and decision-making; and
- an emphasis on results that matter to the constituents.

At the time it was created, the Counter Services Manager classification was a single position classification intended to provide streamlined consolidated management oversight of the review and processing of land use permits and approvals. This position was also instrumental in the development and implementation of agency-wide policies and procedures to ensure consistency and improved delivery of permit services.

The Building Division Manager classification is also a single position classification which was established to provide management oversight of the Building Division in Tahoe, including building inspection, plans examination and counter services.

During the economic down turn both incumbents in these two positions retired, the Counter Services Manager in March 2013 and the Building Division Manager in December 2007. At the time each of these positions became vacant, neither was filled and the duties and responsibilities for each shifted to the Chief Building Official, who continues to perform the duties today.

Given current service needs, along with the original direction by the Board of Supervisors to provide continuous improvement, evaluate organization effectiveness, establish more efficient business operations and sustainable organizational structure, and to continue providing efficient delivery of services, CDRA has determined that consolidating the two service areas to include counter services responsibility in the Building Division Manager classification would be the best use of current staffing and resources.

It is further recommended the management duties of the Counter Services Manager classification also shift to the Building Manager as identified in the proposed revisions. The remaining duties of the Counter Services Manager classification fall within the scope of work and could be absorbed by the Supervising Community Development Technician classification already, including direct supervision over assigned technical and/or clerical staff, technical tasks related to the permitting process, land development issues and County requirements and regulations.

Reassigning counter services and other management functions to the Building Manager and the remaining job responsibilities to the Supervising Community Development Technician would eliminate the need for a separate Counter Services Manager classification; therefore, it is recommended the classification be abolished.

Since the Chief Building Official serves as the primary building division manager, the recommended title change from Building Division Manager to Building Manager supports the 2010 organizational structure that established divisions within the agency as opposed to departments (Building, Planning and Engineering & Surveying divisions), and is consistent with the countywide classification plan. Expanding the minimum qualifications further supports the organizational structure and allows for additional career opportunities within the Agency by eliminating the narrow focus of building code enforcement and inspection.

The County Executive's Office and the Placer Public Employees Organization have reviewed this information and concur with the Personnel Department's recommendation. Attached for your review is a classification specification in add/delete format for the Building Manager.

May 20, 2015

Building Division Manager

Page 3

cc: Michael Johnson, Community Development Resource Agency Director
Bryan Hacker, Senior Management Analyst
Chuck Thiel, Business Representative, Placer Public Employees Organization

BUILDING DIVISION-MANAGER

DEFINITION

To plan, organize, direct, manage, and administer ~~a major division~~ assigned program areas of responsibility of the Building ~~Department~~ Services Division; functional areas of responsibility include building inspection, plans examination, counter services and the provision of quality customer service to County clients; to plan, direct, and supervise the work of assigned staff; to participate in the development and implementation of the division's goals and objectives; and to perform a variety of duties relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This classification functions at the manager level and as such recognizes a position that exercises full line and functional management responsibility for employees within a ~~division work unit~~; incumbents also assume substantive and significant responsibility for operations and services within the assigned ~~division~~ areas of responsibility of the Building Services Division ~~Department~~.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from ~~the Chief Building Official or Assistant Building Official~~ assigned higher level management staff.

Exercises direct supervision over supervisory, professional, technical, and clerical personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Direct, manage, monitor, and evaluate the programs and operations of ~~an assigned division~~ program areas within the Building ~~Department~~ Services Division; functional areas of responsibility include building inspection, plans examination, permit application, review and approval and the provision of quality customer service to County clients; ensure the consistent and proper interpretation and enforcement of building and safety ~~codes~~ related regulations.

Assist in the development and implementation of division goals, objectives, policies and procedures; assign work activities, and projects; monitor timelines; review and evaluate work products, methods, and procedures.

PLACER COUNTY
Building Division Manager (Page 2)

Serve as technical advisor to internal County staff and management, and to external organizations in the interpretation and application of building and safety codes and related regulations; monitor the application of policies and procedures to ensure compliance with all applicable laws and regulations.

Perform, or assist in the more complex applications and projects; provide technical assistance to permit services personnel, other staff and the public; develop materials explaining permit regulations and procedures; provide pre-construction design consultation, and fee estimates for a variety of proposed projects; interpret and apply laws, codes and regulations to approve or reject plans; notify involved parties regarding plan status; review and analyze permit requests for compliance and applicable laws, codes and regulations.

Serve as County liaison with other regulatory agencies such as the Tahoe Regional Planning Agency to ensure compliance with all applicable regulatory requirements in the permitting process.

Manage, direct, evaluate, monitor, and supervise the work of assigned staff; act as a resource to staff; advise staff on the more complex issues; provide direction, guidance, and leadership to staff.

Investigate, respond to and resolve customer service complaints; interview customers and assist all parties to reach an acceptable solution; take corrective action as necessary.

~~Ensure the provision of quality customer service to County clients; monitor front counter service activities; serve as a resource on technical issues; ensure consistent communication on County and other regulatory agency requirements.~~

Assist in developing and overseeing the implementation of the customer service policies and procedures related to land development permit activities and the public counter and phone lines; ensure update and improvement of automated and telephone processes and programs; coordinate the consistency and improvement of the delivery of permit services provided in order to improve and streamline the permit process.

~~Coordinate Building Division activities with other County departments, outside agencies, and the community as applicable to ensure the efficient and effective administration of counter, Building, Planning, and Engineering and Surveying Services. building and safety code inspection and enforcement throughout the community.~~

Participate in the development and administration of the bBuilding and counter services Division's budget; forecast funding needs, staffing, equipment, materials and supplies; monitor approved expenditures.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed; maintain discipline and high standards necessary for the efficient and professional operation of the ~~Building Division~~ assigned areas of responsibility.

Build and maintain positive working relationships with co-workers, other County employees and managers, and the community utilizing accepted principles of effective customer service.

Maintain awareness of, and participate in, the external professional environment and resources to ensure the highest level of professional standards are applied to service delivery ~~within the County's Building Division~~.

Attend meetings on land development permits, information technology, contract and permit issues.

Represent the ~~bBuilding and counter services Division~~ to the public and to other agencies in a positive and productive manner.

Serve as a positive and motivational team leader as well as a positive and effective member of a peer group.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive building inspection and plans examination program.
- Elements of planning and zoning as related to ordinances governing building, land use and zoning.
- Principles and practices of building design, construction and inspection.
- Principles and practices of building plans examination.
- Pertinent local, state, and federal laws, guidelines, and regulations.
- Permit process and procedures.
- Automated systems used in land use.
- Principles and practices of process improvement and streamlining of processes.
- Principles and practices of business correspondence and report writing.
- Principles and practices of leadership, motivation, team building and conflict resolution.

- Principles of budget preparation and monitoring.
- Principles and practices of safety management.
- Principles and practices of supervision, training, and personnel management.
- Standard and accepted usage of the English language including spelling, punctuation, and grammar.
- Modern office procedures, methods and computer equipment and related spreadsheet and word processing applications.

Ability to:

- Direct and manage; including develop, revise and administer policies and procedures, for the operations and services of a comprehensive building inspection, permitting operations and plans examination program.
- On a continuous basis, know and understand all aspects of assigned job; intermittently analyze work papers, reports and special projects; explain and interpret policies and programs; know laws, regulations and codes; observe performance and evaluate staff; problem solve divisional issues.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Review documents related to Agency operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain Agency policies and procedures; explain operations and problem solve office issues for the public and with personnel.
- Interpret and apply pertinent local, state and federal laws, guidelines, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Function as a productive and positive team member and effective team leader.

~~Ability to, continued:~~

- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and communicate through written means, lift light weights.
- Prepare reports, correspondence and technical documentation.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in building code inspection and enforcement, planning, engineering and surveying, or counter services, including one year of supervisory responsibility.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in construction technology, civil engineering, architecture, planning or a related field. Occupational experience and related certificates of achievement may be accepted as evidence of required training. Additional training in management is highly desirable.

License or Certificate:

- Possession of a valid Certificate of Registration as an Inspector issued by the International Code Council is desirable.
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Civil Service Commission

Through: Lori Walsh, Personnel Director

From: Kellie Craig, Executive Secretary

Date: June 8, 2015

Subject: Work-Out-of-Class Pay

=====

We have received the following departmental request(s) for work-out-of-class pay extensions. Listed below are the department(s), employee name(s), and time period(s) requested. The Personnel Department has previously approved work-out-of-class pay and we are requesting the Civil Service Commission approve additional extension(s) as per Placer County Code 3.08.510 C.5.c. Supporting documentation has been attached to this memo.

<u>Department</u>	<u>Employee Name</u>	<u>Dates</u>	<u>Approximate</u>
Personnel	Ann McNellis	6/23/15 – 12/23/15	180 days
Personnel	Hedy Dehghan	6/11/15 – 12/11/15	180 days
Personnel	Jon Harned	6/11/15 – 12/11/15	180 days
Personnel	Monique Morgan	6/23/15 – 12/23/15	180 days

Recommendation: It is recommended that the Civil Service Commission approve the above work-out-of-class pay extension(s) in recognition of the duties being performed.

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF PERSONNEL**

TO: Lori Walsh, Personnel Director
FROM: Judy LaPorte, Principal Management Analyst
DATE: June 8, 2015
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee's Name:	Ann McNellis
Current Classification:	Senior Personnel Analyst
WOC Classification:	Personnel Services Manager
Initial WOC Effective Date:	6/28/2014
Requested Extension Effective Date:	6/23/2015
Approximate Number of Days:	180
Approximate End Date (End of pp):	12/23/2015
Reason for WOC Request:	

- | | | |
|-------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| x Fill Behind Retirement | <input type="checkbox"/> No Request to Fill Vacancy | <input type="checkbox"/> Request to CEO to Fill Vacancy |
| <input type="checkbox"/> Fill Behind WOC | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave |

BACKGROUND

The Personnel Department continues in a state of transition due to the retirements of the Director and Personnel Services Manager last year. The Human Resources organization review is currently underway and some management positions are being left unfilled as this study evolves.

RECOMMENDATION

As a means of managing the operations of the Department given the vacancies, it is recommended that Ms. McNellis, Senior Personnel Analyst be approved to continue to receive WOC pay effective June 23, 2015. Ms. McNellis will continue her work in overseeing the day to day operations of the benefits unit including the supervision of staff, coordination of work with our benefits consultant and collaboration with staff from the Auditor-Controller's Office in managing the County's benefits programs.

This WOC assignment will result in an approximate increase of five percent. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.

AUTHORITY

In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees maybe certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

PROVISIONS FOR WOC ASSIGNMENTS

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.

Lori Walsh 5-20-15
 Appointing Authority Date
 Lori Walsh
 Personnel Director
 Personnel

Ann McNellis 5-22-15
 Employee Date
 Ann McNellis
 Senior Personnel Analyst

Judy LaPorte 5-11-15
 Supervisor Date
 Judy LaPorte
 Principal Management Analyst
 Personnel

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF PERSONNEL**

TO: Lori Walsh, Personnel Director
FROM: Judy LaPorte, Principal Management Analyst
DATE: June 8, 2015
SUBJECT: Request for Work Out of Class (WOC) Pay - Extension

ACTION REQUESTED

Employee's Name: Hedy Dehghan
Current Classification: Personnel Analyst – Senior
WOC Classification: Personnel Services Manager
Initial WOC Effective Date: 12/13/14
Requested Extension Effective Date: 6/11/2015
Approximate Number of Days: 180
Approximate End Date (End of pp): 12/11/2015
Reason for WOC Request:

- | | | |
|-------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| X Fill Behind Retirement | <input type="checkbox"/> No Request to Fill Vacancy | <input type="checkbox"/> Request to CEO to Fill Vacancy |
| <input type="checkbox"/> Fill Behind WOC | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave |

BACKGROUND

The Personnel Department continues to transition following key executive management retirements late last year. In addition, the Human Resources organization review is currently underway and this work out of class assignment ensures that services and support to Departments are maintained. It is anticipated that as the Human Resource review evolves, the resulting organizational structure will enable the Department to move forward with permanently filling its management positions.

RECOMMENDATION

As a means of managing the operations of the department given these critical vacancies, it is recommended that Hedy Dehghan, Personnel Analyst – Senior, be approved to receive WOC pay effective June 11, 2015. Ms Dehghan will assume the duties of a Personnel Services Manager and the day-to-day oversight of two Senior Personnel Analysts and their teams with the generalist analyst support to County departments and their staff.

This WOC assignment will result in an approximate increase of 5 %. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.

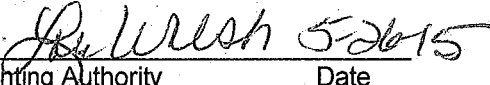
AUTHORITY

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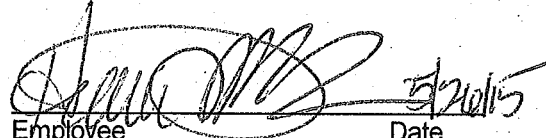
PROVISIONS FOR WOC ASSIGNMENTS

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
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I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.



Appointing Authority Date
Lori Walsh
Personnel Director
Personnel



Employee Date
Hedy Deghan
Personnel Analyst - Senior

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF PERSONNEL**

TO: Lori Walsh, Personnel Director
FROM: Judy LaPorte, Principal Management Analyst
DATE: June 8, 2015
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee's Name: Jon Harned
Current Classification: Senior Administrative Services Officer
WOC Classification: Senior Administrative Services Officer
Initial WOC Effective Date: 12/13/2014
Requested Extension Effective Date: 6/11/2015
Approximate Number of Days: 180
Approximate End Date (End of pp): 12/11/2015
Reason for WOC Request:

☐ Fill Behind Leave of Absence ☐ Peak Workload/Special Project ☐ Pending Reclassification/Reallocation
x Fill Behind Retirement ☐ No Request to Fill Vacancy ☐ Request to CEO to Fill Vacancy
☐ Fill Behind WOC ☐ Temporary End WOC>80-Hours Leave ☐ Restart WOC>80-Hours Leave

BACKGROUND

The Personnel Department continues in a state of transition due to the retirements of the Director and Personnel Services Manager last year. The Human Resources organization review is currently underway and some management positions are being left unfilled as this study evolves. The ACORN 9.2 upgrade and E-Performance implementation project is also impacting the workload of Personnel Department staff.

RECOMMENDATION

As a means of managing the operations of the Department given these vacancies and special projects, it is recommended that Jon Harned, Senior Administrative Services Officer, be approved to continue to receive out of class pay effective June 11, 2015. Mr. Harned will continue to have responsibility for the day-to-day oversight of one Senior Personnel Analyst and the team responsible for payroll and benefit input into the ACORN payroll/benefit software program.

This WOC assignment will result in an approximate increase of five percent. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.

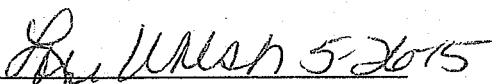
AUTHORITY

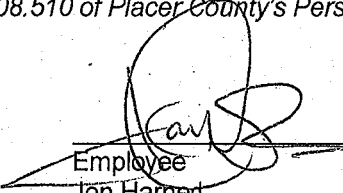
In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees maybe certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

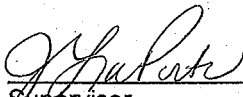
PROVISIONS FOR WOC ASSIGNMENTS

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.


Appointing Authority Date
Lori Walsh
Personnel Director
Personnel Department

 5/26/15
Employee Date
Jon Hamed
Senior Administrative Services Officer

 5.11.15
Supervisor Date
Judy LaPorte
Principal Management Analyst
Personnel Department

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF PERSONNEL**

TO: Lori Walsh, Personnel Director
FROM: Judy LaPorte, Principal Management Analyst
DATE: June 8, 2015
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee's Name: Monique Morgan
Current Classification: Personnel Analyst II
WOC Classification: Senior Personnel Analyst
Initial WOC Effective Date: June 28, 2014
Requested Extension Effective Date: June 23, 2015
Approximate Number of Days: 180
Approximate End Date (End of pp): December 23, 2015
Reason for WOC Request:

- | | | |
|-------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement | <input type="checkbox"/> No Request to Fill Vacancy | <input type="checkbox"/> Request to CEO to Fill Vacancy |
| <input checked="" type="checkbox"/> Fill Behind WOC | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave |

BACKGROUND

Ms. Morgan has been working out of class as the Senior Personnel Analyst managing various projects, duties and responsibilities on behalf of the Personnel Department related to the County's automated payroll/benefit software application (ACORN). As the County continues through the ACORN 9.2 upgrade project and the implementation of the E-Performance system, Ms. Morgan will continue to work out of class. Ms. Morgan will continue to serve as the functional lead on the E-Performance implementation project and lead the Personnel Department's efforts on the 9.2 upgrade project will is scheduled for completion later this year.

RECOMMENDATION

It is therefore recommended that Ms. Morgan, Personnel Analyst II, be approved to receive/continue to receive WOC pay as a Senior Personnel Analyst effective June 23, 2015. This WOC assignment will result in an approximate increase of five percent. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.

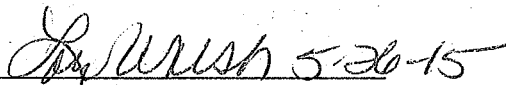
AUTHORITY

In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees maybe certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)


PROVISIONS FOR WOC ASSIGNMENTS

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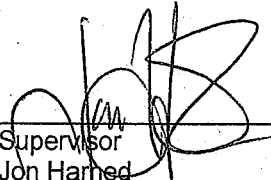
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 Appointing Authority Date
 Lori Walsh
 Personnel Director



 Employee Date
 Monique Morgan
 Personnel Analyst II



 Supervisor Date
 Jon Hamed
 Senior Administrative Services Officer
 Personnel Department